



INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 320, Oklahoma City, OK 73102

<http://www.oklahoma.feb.gov/>

(405) 231-4167

Chair's Corner



Spring brings new energy and thoughts of revitalizing our organizations.

Good executives and managers “mine” information from all sources available to assist their organizations, their employees, and themselves. One source that I’ve found is a web site developed by and for government manager, recognizing the fact that government managers often face greater difficulties relating to budgetary constraints, bureaucracy, inflexible hiring and firing practices, and external coordination than do their counterparts in the private sector. This is a place that you can steer your mid-level managers for tools and resources that may assist them in accomplishing the objectives of their organizations while motivating their employees. There are tools and tips on Building your team, developing your people, motivating your staff, Improving Productivity, etc. While it isn’t the “beginning and end all” of what we need, this is a nice place to get some good information and refreshing ideas: www.GovLeaders.org.

I want to thank Lindy Ritz and the leaders of the various organizations located the Mike Monroney Aeronautical Center for their gracious hospitality during our Leadership FEB day in March. The information obtained by participants was valuable and enlightening regarding some of the “firsts” that are occurring in one of the federal agencies among us.

The Leadership FEB program began this year as a new forum in which executives can become familiar with the various federal agencies within Oklahoma. This has been designed to enhance Leadership Competencies, improve leadership skills and broaden interagency networks for possible resources for future solutions).

Each class will be a cadre of fellow public leaders to also enhance alliances with external groups (i.e. other agencies, state and local governments, and Congressional offices) for utilization in cross-functional activities, finding common ground with a widening range of stakeholders.

Look for more information on this program as we open it for additional candidates this fall.



Dean A. McGee

Inside Stories	Pg	Inside Stories	Pg
FEMA training	2		
OMB Msg to FEBs	2	Staffing Flexibilities	7
Spotlight on CFC	3	Upcoming Events	8
Retro Pay Adjustment	4	Public Speaking & Media Training	9
Evening with the Author(s)	5	Effective Office Professional Trng	10
Performance Evaluations	6	Awards Registration	11



FEMA Online Course to Help Community Emergency Response Teams Get-and-Stay-Trained

The Department of Homeland Security's Federal Emergency Management Agency (FEMA) has unveiled an on-line, independent study course that can serve as either an introduction to those joining Community Emergency Response Teams (CERTs) or as a refresher to current volunteer team members.

"While nothing can replace the in-person training local jurisdictions offer to CERT volunteers, this independent course augments their education and serves to reinforce the knowledge they've gained," said Michael D. Brown, Under Secretary of Homeland Security for Emergency Preparedness and Response. "this new independent study course underscores the importance that FEMA places on CERT and its importance to communities across the nation."

CERT members work with a community's emergency management officials to provide assistance in a disaster by helping victims, organizing spontaneous volunteers at a disaster site and supporting emergency responders.

Specialists at FEMA's Emergency Management Institute developed the course, which is part of the institute's extensive independent study program. The course, Introduction to Community Emergency Response Teams, IS 317, has six modules with topics that include an introduction to CERT, fire safety, hazardous material and terrorist incidents, disaster medical operations, and search and rescue. It takes between six and eight hours to complete the course; those successfully finishing it receive a certification of completion. The course is located at www.training.fema.gov/emiweb/is/is317.asp

The course can be taken by anyone interested in CERT, but only those who are actual CERT volunteers can take the in-person training FEMA offers.

Taken from PA Times, February 2004 edition.

Proposals for Southern Agricultural Risk Management Education Projects Requested

Stephenville, TX- Approximately \$700,000 is available from the Southern Region Risk Management Education Center's Agricultural Risk Management Education Competitive Grants Program this year.

The Southern Region Risk Management Education Center (Southern Center), based at Texas A&M University System's Texas Cooperative Extension Center, Stephenville, Texas is seeking proposals to fund. The grant monies are available 2003-2004 for comprehensive risk management education for agricultural producers in the Southern Region's 13 states, Puerto Rico and U.S. Virgin Islands.

Risk management education is providing training that improves the ability of agricultural producers and their families to effectively manage risks associated with farming and ranching business in production, marketing, financial, legal and human resources.

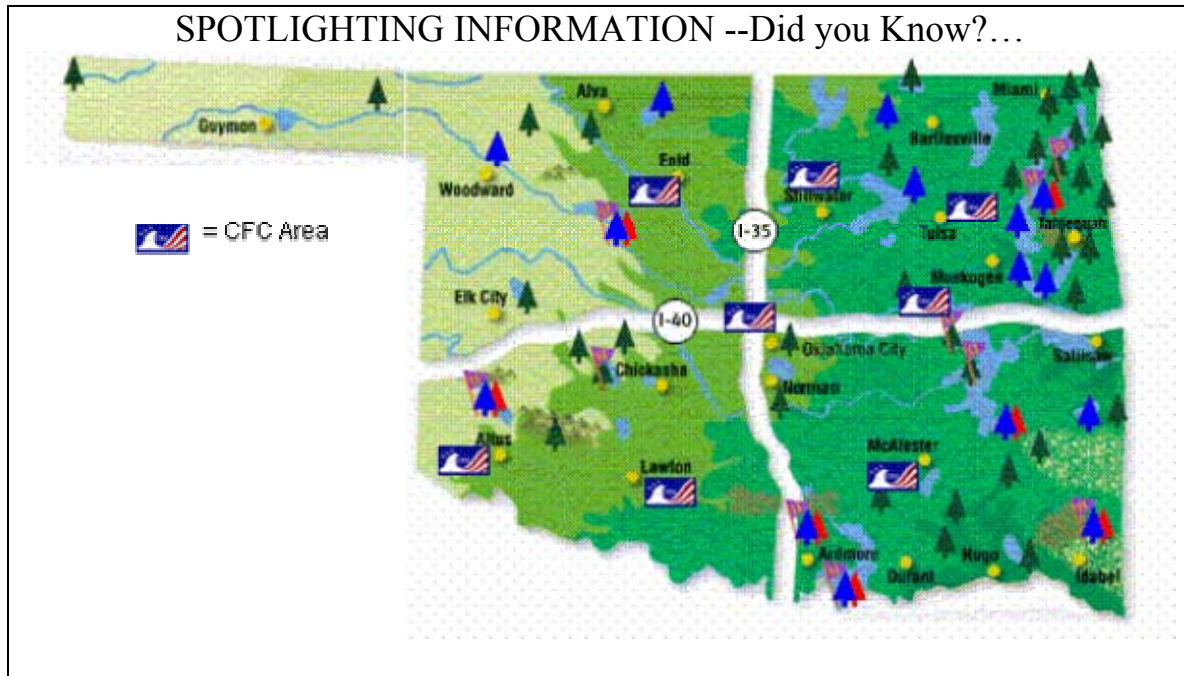
Organizations eligible to seek the grant monies include land grant institutions, cooperative extension services, public and private colleges and universities, public and private entities such as farm and/or ranch organizations, commodity organizations, lenders, consultants and risk management service providers.

Individuals wishing to be considered for funding need to submit a proposal using the on-line proposal application form. The application form is available under the Available Funding tab on the Southern Center's website <http://srrme.tamu.edu>

Printed copies of the online proposal application and along with other required documentation must be mailed to Southern Risk Management Education Center, 1229 N US Hwy 281, Stephenville, TX 76401 to be received by 5:00 PM (CST) April 9, 2004. Awarded grants will be announced May 28, 2004.

The Southern Region comprises of the following states: Alabama, Arkansas, Georgia, Florida, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, Puerto Rico and the U.S. Virgin Islands. The Southern Region Risk Management Education Center is part of the Extension Risk Management Education Program seeking to improve the risk management capabilities of producers in the United States of America.

For more information, contact: Ken Stokes, (254) 968-4144, k-stokes@tamu.edu



Did you know that there are eight Combined Federal Campaigns (CFC) in Oklahoma? The graphic above illustrates the location of those CF Cs and the areas where federal employees have the opportunity to participate in charitable workplace giving.

Now is the time for each of the CFCs to recruit loaned executives to assist with the campaign. The Combined Federal Campaign offers federal executives/managers and employees a superb opportunity to sharpen their organizational and communication skills.

If you are interested in serving in such a capacity for this year's campaign, the commitment of time is generally from late August to mid-November.

Qualifications:

- Available from late August to mid-November (depending upon the size of the CFC and number of employees in the specific area, the time may be less.)
- Ability to be self-directed and exercise good judgment, even under stressful conditions.
- Access to a car, have a valid driver's license and be able to carry up to 25 pounds of campaign materials.
- Have a talent for organization and communication; Word and Excel database proficiency is desirable but not necessary.

- Have enthusiasm and imagination about accepting new assignments and learning new skills for example public speaking, time management, account management and sales.
- Have a good interpersonal skills and the ability to work independently and as a team member.

Responsibilities:

- Attend an orientation and a one-week training course.
- Analyze assigned agency campaign history
- Assist agencies and coordinators with developing and implementing campaign strategies.
- Establish goals and achieve campaign objectives.
- Serve as a liaison between agency and campaign headquarters.
- Order and deliver campaign materials, awards, and recognition items.
- Ensure that employees are personally contacted and asked to participate.
- Participate in regular meetings and communicate campaign progress.

If you, or someone you know is interested in serving, please contact a member of your Local Federal Coordinating Committee or the FEB Office, (405) 231-4167 for more information.



CPM 2004-05
March 4, 2004

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: KAY COLES JAMES
Director

SUBJECT: Retroactive 2004 Pay Adjustment

The President has signed an Executive order to implement a retroactive pay increase averaging 4.1 percent above the 2003 rates. (See [Attachment 1](http://www.opm.gov/oca/compmemo/2004/ExecutiveOrder2004PayRetro.asp) [www.opm.gov/oca/compmemo/2004/ExecutiveOrder2004PayRetro.asp]) This pay adjustment is effective as of the first day of the first applicable pay period beginning on or after January 1, 2004 (January 11 for most employees), and supersedes the 2.0 percent overall average increase approved by the President on December 30, 2003. Of the 4.1 percent average increase, 2.7 percent is allocated as an across-the-board increase to the rates of basic pay for the statutory pay systems, including the General Schedule (GS). As explained below and in [Attachment 2](http://www.opm.gov/oca/compmemo/2004/ATT2-04.asp) (www.opm.gov/oca/compmemo/2004/ATT2-04.asp), an additional 1.4 percent of payroll is allocated to increases in locality rates of pay. The overall 2004 pay increase ranges from about 3.89 percent (in the Kansas City locality pay area) to about 5.35 percent (in the San Francisco locality pay area) over the 2003 rates. (CPM 2003-22 transmitted Executive Order 13322 of December 30, 2003, which provided previously authorized across-the-board and locality pay increases for January 2004. The pay rates in Executive Order 13322 are superseded.) (www.opm.gov/oca/compmemo/2003/2003-22.asp)

New 2004 Salary Tables

We have posted the new 2004 salary tables discussed in this memorandum on the Office of Personnel Management's (OPM's) Web site at <http://www.opm.gov/oca/payrates/index.asp>. The new rates of pay reflect a 4.1 percent overall average pay adjustment, as required by the Consolidated Appropriations Act, 2004 (Public Law 108-199, January 23, 2004).

The General Schedule and Other Statutory Pay Systems

The Executive order provides for a 2.7 percent across-the-board increase in 2004 (in lieu of the 1.5 percent originally implemented) in the rates of basic pay for the statutory pay systems-the General Schedule, the Foreign Service Schedule, and certain schedules for the Veterans Health Administration of the Department of Veterans Affairs.

Locality Payments

The President's Executive order distributes approximately 1.4 percent of payroll for locality pay increases by providing larger pay increases for locality pay areas with larger overall pay disparities, as recommended by the Federal Salary Council. [Attachment 2](http://www.opm.gov/oca/compmemo/2004/ATT2-04.asp) provides a list of the new locality pay rates for the 32 locality pay areas established by the President's Pay Agent. [Attachment 2](http://www.opm.gov/oca/compmemo/2004/ATT2-04.asp) also shows the increase attributable to the new locality pay rates and the total increase in pay over the 2003 rates for each locality pay area. [Attachment 3](http://www.opm.gov/oca/compmemo/2004/ATT3-04.asp) (www.opm.gov/oca/compmemo/2004/ATT3-04.asp) provides a chart showing an example of how the 2004 locality pay rate and total pay increase are computed for an employee in the "Rest of U.S." locality pay area.

This is an abbreviated version of the memo. Full length detail includes info on Law Enforcement, SES, Special Salary rates and Processing and Documenting Retroactive Pay Adjustments. Please visit www.opm.gov or call the FEB Office (405-231-4167) if you wish the full detailed version (6 pages).



Evening with the Authors

Sponsored by the Oklahoma Federal Executive Board


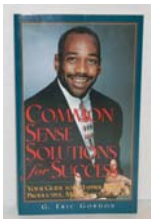




Two opportunities!

Evening with the Author is an opportunity developed by the Oklahoma Federal Executive Board (FEB) in an effort to provide innovative development forums in the local area, to interact with experts and colleagues on ways of tackling everyday work life issues- career issues, leadership challenges, balancing work and home life, diversity and more. This year, we will host two separate forums entitled “Evening with the Author”. You may register for either session at a cost of \$59 per person OR if this is an event that appeals to you, you can register for both for \$99!

These will be author-led forums including:

- ★ An interactive session with the author,
- ★ A copy of the book, and
- ★ An opportunity for you to have the author sign your book.

	 <p>Eric Gordon</p>	<p>[]</p> <p>\$59</p>	<p>Spend an evening with the Author of <u>Common Sense Solutions for Success: Your Guide to a Happier, More Productive, More Successful Life!</u></p> <p>Date: Monday, May 17, 2004 Time: 4:00pm—6:00pm Location: Markie's Deli, 612 N. Robinson Oklahoma City, OK</p>
<p>Spend an evening with the Author of <u>Reinventing Your Self: 28 Strategies for Coping with Change</u></p> <p>Date: Monday, August 23, 2004 Time: 4:00pm—6:00pm Location: Markie's Deli, 612 N. Robinson Oklahoma City, OK</p>	<p>[]</p> <p>\$59</p>		 <p>Mark Towers</p>

[] Register for Both to Save! \$99 for both evenings OR \$59 per event

Name: _____ Agency: _____

Address _____

Phone: _____ Fax: _____

Payment Method: [] Cash [] Check made payable to the Oklahoma FEB [] Credit Card [] Govt Voucher

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through May 7, 2004. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!

More information on this, as well as the individual evenings is on our website: www.oklahoma.feb.gov



Performance Evaluation: Time to Roll Up your Sleeves

“Pay for Performance” promises to bring sweeping new changes to the Federal Government – including the need to take our performance evaluations systems off autopilot.

Recent legislation will soon make “pay for performance” a reality for many Federal employees. This prospect has focused long-overdue attention on performance evaluation. The General Schedule system, with its periodic step increases for satisfactory performance, allowed supervisors to devote little attention to performance evaluation—and employees to devote equally little attention to the results—with few consequences for pay.

Indeed, taking performance evaluation off autopilot is one of the keys to making pay for performance work. Unfortunately, doing so is not easy. “If anyone can solve the performance evaluation problem, he should be entitled to the Nobel, the Pulitzer and the Heisman in the same year,” said Diane Disney, former Deputy Assistant Secretary, Civilian Personnel Policy, Department of Defense.¹

If you’re a Federal supervisor, you may be ready to throw up your hands in despair. Our advice: don’t throw up your hands, roll up your sleeves. The key to the performance evaluation “problem”—good performance feedback—doesn’t require genius or superhuman strength. What it does require is the steady application of thought and effort. Below, we outline steps supervisors can take to solve the performance evaluation problem. We also raise some questions to consider.

First, understand the work. Many employees believe their supervisor knows little about what they do. Make sure that you are not one of these supervisors. It’s not necessary to understand every detail of how work gets done or be able to do each employee’s job. But you should be able to describe your organization’s mission, goals, and work processes—and individual employee roles—without difficulty. Spend some time listening to your employees. What are employees working on? How do they get work done? What helps or hinders them? How do

you help or hinder them? (The answers may surprise you.)

Second, communicate. Make sure employees know what is expected of them. What projects and outcomes have priority? If objectives such as timeliness, thoroughness, and cost compete (as they usually do), which is most important? Is it important that work be done in a certain way, or are results what matter? Feedback is easier and less stressful for all involved with a common understanding of goals and priorities.

Third, track goals and performance. To provide credible, constructive feedback, a supervisor needs to understand and measure organizational and individual performance. Is the organization meeting its goals? Have goals and priorities changed? Are employees meeting, exceeding, or falling short of their objectives? Why or why not?

Finally, communicate again. Do employees know how they are doing? Will their performance rating and any resulting change in pay come as a surprise? Feedback is a daily process, not an annual event. If an employee or a team does something especially well, say so. If performance is not up to par, employees need to know that too.

The pay for performance “problem” is not insoluble. However, the solution—ongoing performance feedback—demands an investment of thought and effort from all levels of leadership, starting with supervisors. Good feedback also requires time; it cannot be produced on demand. All the more reason to start work now.

¹As quoted in “pay and Benefits Watch,” *Government Executive* (November 20, 2003).

This article was extracted from *Issues of Merit* (February 2004), a publication of the Office of Policy and Evaluation, U.S. Merit Systems Protection Board.



Staffing Flexibilities in Today's Civil Service

A supervisor's guide to flexibilities in filling positions as creatively and quickly as possible.



Direct Hire	Agencies may directly appoint candidates in occupations with a severe shortage of candidates or a critical need. Currently agencies have direct hire authority for certain medical and information technology occupations. Agencies may obtain OPM approval for direct hire authority to meet critical hiring needs that result from emergencies, environmental disasters, or other unanticipated events.
Student Educational Employment Program	Agencies may appoint students who are enrolled in accredited institutions to part-time or full-time positions. In some cases, students can be converted to permanent positions within 120 days of completing their academic requirements.
Intergovernmental Personnel Act	Agencies may bring in employees of non-profit institutions (such as colleges and universities or state, local and Tribal governments) for temporary assignments of up to 2 years. Extensions are permissible to allow an appointment for a maximum of 4 years. Cost-sharing arrangements are negotiated between the participating organizations
IT Exchange Program	OPM is currently developing regulations for this new program, which was created under the E-Government Act of 2002. The program will promote the interchange of Federal and private industry information technology (IT) workers to enhance the Federal workforce's ability to use information technology to deliver services.
Waiver of Dual Pay Limitations	Agencies may waive the 40-hour per-week limit and hire full-time Federal employees for second jobs under emergency conditions or when required services cannot be obtained otherwise.
Federal Career Intern Program	Agencies may hire employees for entry-level positions through excepted service; after two years working and being trained, the agency may convert the employee without competition into the competitive service, solely at the agency's discretion. Federal Career Interns are generally appointed to GS-5, 7, and 9 level positions; however, agencies may request OPM approval to cover additional grades in order to meet specialized needs.
Presidential Management Fellows Program	What was once known as the Presidential Management Intern Program has been expanded and renamed. Rather than focusing on hiring recent recipients of master's and doctoral degrees at the GS-9 level, the Presidential Management Fellows Program will allow more experienced individuals to be hired as Senior Presidential Management Fellows at higher grade levels.

Additional information regarding hiring flexibilities, please visit the US Office of Personnel Management's website at www.opm.gov and/or the U.S. Merit Systems Protection Board's site at www.mspb.gov.



UPCOMING EVENTS

April

Apr 1-2, 2004 All Day	Mediation Training POC: FEB Office, 405-231-4167
Apr 6, 2004	Shared Neutrals Council Bourbon Street Café, Bricktown POC: John Esquivel, 405-736-2151
Apr 8, 2004 11:30 am	SGMP Meeting Topic: Identity Theft POC: FEB Office, 405-231-4167
Apr 13, 2004 5:00 pm	Turning Point Initiative Metro Tech POC: FEB Office, 405-231-4167
Apr 14, 2004 All Day	Leadership FEB Day to Focus on Veterans Issues POC: FEB Office, 405-231-4167
Apr 18-24, 2004	National Volunteer Week 
Apr 20, 2004 10:00 am	American Indian Council Minerals Management Service 4013 NW Expwy, Ste 220 POC: Mary Lou Drywater
Apr 20, 2004 2:00 pm	Federal Employees Care Council Festival of the Arts POC: Mike Birdsong, 405-297-4014
Apr 21, 2004 10:00 am	Interagency Training Council BLM-Wild Horse & Burro Facility Pauls Valley, OK POC: Joyce Smith, 405-521-4539
Apr 21, 2004	Administrative Professional's Day 
Apr 21, 2004 All Day	Administrative Professional Training Waterford Marriott 6300 Waterford Blvd, OKC POC: FEB Office, 405-231-4167
Apr 30, 2004 12:00 noon	Naturalization Ceremony US District Courthouse, Oklahoma City
Mar 8, 2004 1:00 pm	Emergency Preparedness Council Small Business Administration POC: FEB Office, 405-231-4167

Your Federal Executive Board

The Mission of the Federal Executive Board (FEB) is to increase the effectiveness and efficiency of Federal agencies in Oklahoma.

We applaud the efforts of the Oklahoma FEB Executive Policy Council members who ensure information is provided to direct our activities and efforts:

- Ron Berryhill, Director, USDA Risk Management Agency
- Michael Deihl, Director, Southwestern Power Administration, Tulsa
- Col Dean Despinoy, Commander, 507th Air Refueling Wing
- Steve Gentling, Director, VA Medical Center
- Bill Fillman, Director, VA Central Area, Muskogee
- Gilbert Montoya, Director of Staff, Tinker AFB
- Dottie Overal, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Michael Roach, US Marshal, US Marshals Service
- Cliff Rucker, District Director, US Postal Service

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please fax to the FEB Office at (405) 231-4165 or email to LeAnnJenkins@juno.com no later than the 15th of each month.

Elected Officers:

Chair: Col Dean Despinoy, Cmdr
507th Air Refueling Wing

Vice-Chair: Dottie Overal, Director
Small Business Administration

Staff:

Director: LeAnn Jenkins

Secretary: Trish Plowman

Program Support: Constance Ward

Please feel free to copy this newsletter & distribute. The newsletter is available on our website, <http://www.oklahoma.feb.gov> where you can also request to receive it electronically.



Public Relations And Public Speaking

(Interacting with the Media and Giving your best presentation ever!)



At one time or another, almost every public manager is tasked with a media interview for your agency or a specific project or faced with giving convincing presentations.



This one-day training seminar is to provide invaluable information:

- ★ for those who wish to be prepared when it is "their turn", AND
- ★ to serve as a refresher for those who have already "been there and done that".

The proposed training agenda, topics to be covered throughout the day, and a brief biographical sketch of the main instructor are provided on our website: www.oklahoma.feb.gov

Date:	Tuesday, May 25, 2004
Time:	Registration will begin at 7:30 a.m. Training will be from 8:00 a.m.—4:30 p.m. (with a working lunch)
Location:	Sleep Inn & Suites, 3608 S. Broadway, Edmond

If you are traveling and need lodging, please call the Sleep Inn at (405) 844-3000 for reservations; they offer a Federal Govt rate for \$59.95 per night. Be sure to state that you will be attending the Federal Executive Board training.

➤ Cost for full day:	[] \$85 per person (registration must be received in the FEB Office before April 2, 2004)
	[] \$95 per person (for registrations received after April 2, 2004)
➤ Media:	[] \$65 per person (this includes morning sessions and the working lunch) through 4/2/04
	[] \$75 per person (this includes morning sessions and the working lunch) after 4/2/04
➤ Public Speaking	[] \$50 per person (this includes the working lunch and afternoon session) prior to 4/2/04
	[] \$60 per person (this includes the working lunch and afternoon session) after 4/2/04

Name: _____ Agency: _____

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The Effective Office Professional

A Day of Training



This one-day training session will cover two main topics:

Surviving Difficult People and Emotional Hijackings

- Learn why "Difficult People" are difficult and what is their "payoff"
- Learn how to cope better with Difficult People and to remain sane
- Learn how to stop playing their game and regain your power
- Learn how to interact more effectively with Difficult People
- Learn the differences between "Guilt" and "Shame"
- Learn how to stop "blowing up" or "losing it"
- Learn how to avoid and survive an "Emotional Hijacking"
- Learn why we say or do something inappropriate and then feel guilty or shameful
- Learn strategies to successfully deal with Emotional Hijackings



Our Communication Epidemic

- Increase your awareness you are always communicating even when you are not talking
- Learn how the genders communicate differently and why they don't always communicate
- Recognize how we dehumanize others with our words
- Learn to identify the "real issues" or the hidden agenda in communication
- Learn how to deal with or avoid "power words"
- Learn how to establish and maintain instant rapport
- Learn how people communicate in three representational systems.



WHO SHOULD ATTEND? Any administrative support employee tasked with "doing more with less."



During times of reduced resources, it is important to equip employees with tools that help in increasing effectiveness and efficiency (on the job and off the job). Don't pass up this opportunity to train your "first line of defense"; the people you depend upon to provide a good impression of your organization. **UNLOCK THE POTENTIAL!**

TIME: 8:00 a.m. - 4:30 p.m.

WHEN: Wednesday, April 21, 2004

LOCATION: Waterford Marriott

6300 Waterford Blvd, Oklahoma City

Register Early: Room capacity is 125. Registrations will be accepted in the order received—when room capacity is reached, registrations will be returned.

Name: _____	Agency: _____
Address: _____	_____
Phone: _____	Fax: _____
<input type="checkbox"/> \$75 per attendee (if registered before 3/31/04)	<input type="checkbox"/> \$85 per attendee (if registered after 04/01/04)

Agency/Registrant may pay by cash, check, credit card or government voucher. If paying by credit card, please call the FEB Office (405-231-4167) with the information AFTER registration is submitted.

Please mail this registration form to:	Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	(405) 231-4165

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2004 Public Service Recognition Week Employee of the Year Awards Banquet



2004 Theme: <i>Celebrating Government Workers Nationwide</i> Speaker: Mary Hamilton, Executive Director of the American Society for Public Administration (ASPA)	Event information: Date: Monday, May 3, 2004 Time: 11:30am-1:00pm Location: Officers' Club, Tinker AFB (Air Depot entrance)
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Menu: Salad, Roasted Strip Loin, Vegetables, Dessert with Iced Tea and Coffee

If you require special dietary accommodation, please contact the FEB Office, 405-231-4167.

Name: _____ Agency: _____

Address: _____ Phone: _____

Cost: \$20.00 per person

Payment:

☐ Cash ☐ Check ☐ Credit Card ☐ Voucher

☐ Enclosed ☐ Pay at the Door

Luncheon Tickets will be mailed to the address listed above for all pre-paid registrations with sufficient time to receive before the luncheon. This allows expedited entry into the ballroom, without checking in at the registration table.

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165

Make checks payable to: Oklahoma Federal Executive Board

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<i>SUN</i>	<i>MON</i>	<i>TUES</i>	<i>WED</i>	<i>THURS</i>	<i>FRI</i>	<i>SAT</i>
	April 2004			1 Mediation Training	2	3
4	5	6 11am Shared Neutrals Council	7	8 1130 SGMP	9	10
11	12	13 5pm Turning Point	14 Leadership FEB	15	16	17
18	19	20 10am AIC 2pm FECC	21 Administrative Office Professional Training 10am ITC mte	22	23	24
	National Volunteer Week					
			Administrative Professionals Day			
25	26	27	28	29	30 12:00 Naturalization	
		Executive Director out of the office				

OKLAHOMA FEDERAL EXECUTIVE BOARD
 215 DEAN A MCGEE STE 320
 OKLAHOMA CITY OK 73102-3422
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We wish to thank the Oklahoma CASU for their monthly assistance in the duplication and distribution of this newsletter.